



9574

## **Administrative** **Assistant I**

Jefferson County seeks an Administrative Assistant I to perform clerical and administrative tasks for the Economic Support Division, and Workforce Development Center. Tasks include, but are not limited to, answer and direct customer contacts, greet visitors, schedule appointments, assess urgency of client needs and appropriately refer, query and enter customer data, issue notices, create reports, and provide excellent customer service

Starting Wage: \$13.59/hour

Minimum Requirements: High school diploma with one to two years office experience, and working knowledge of Microsoft Word and Excel, or any equal combination of education and experience.

Application review begins March 28, 2016 and is open until filled. Application and position details are available at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov) or Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

EOE